



## **CHECKLIST FOR TEACHERS/Group Leaders**

- Send deposit and signed copy of Hire and Agreement form to confirm booking.
- Confirm student and adult group numbers with Camp Cooriemungle staff.
- Activity selection and program finalised with Camp Cooriemungle staff.
- Complete the list of students (given names and family name together with health and special needs/food details) as well as supervising teachers and/or parents.
- Complete room allocation, duty roster and activity groups.
- Check student "What to bring" list.
  
- One week before camp notify Camp Cooriemungle staff of the following:
  - confirm final numbers
  - known allergies
  - dietary needs e.g. vegetarian (please include accompanying adults)
  - special needs e.g. physical disabilities
  - special occasions e.g. birthdays
  
- Arrange payment of balance of fees. Payment can be made by cheque on arrival or by direct deposit to Camp Cooriemungle's bank account prior to the day of arrival.

Bank: NAB

Account Name: Leisure Coast Camps Pty Ltd

BSB: 083 957

Account Number: 18718 0143